UNITED
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Secretariat

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INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for General Services

Subject: SERVICE CALLS FOR OFFICE EQUIPMENT

1. Effective immediately, all requests to provide service on office equipment maintained by the Office Automation Section of the Electronic Services Division, Office of General Services, Department of Administration and Management, should be directed to the office automation hotline on extension 3.3157. This includes requests for service on typewriters, calculators, personal computers, printers, microcomputers and local area networks (LANs) for areas of the Organization where the Office Automation Section maintains service agreements on behalf of end users. Users of personal computers in the Department of Conference Services should continue to call that department's hotline on extension 3.0225.

2. Please note that extensions 3.0652 (Office machine repairs) and 3.7280 (Typewriter repair) should no longer be used. The use of the office automation hotline for all service requests will enable the Office Automation Section to track and follow up all service calls through its automated tracking system. The cooperation of staff members in using the new service number (ext. 3.3157) is appreciated.

91-33792 2586c (E)